

## University of Cambridge Festival - talks

**RISK ASSESSMENT FOR TALKS at New Museums Site, Downing Site, University Centre, The Pitt Building, Mill Lane Lecture Rooms, Cambridge Corn Exchange, St Columba's Hall, Cambridge Union and Cambridge Guildhall, Departments on the West Cambridge Site, Centre for Mathematical Sciences, Institute of Astronomy, The Clinical School, Addenbrookes Treatment Centre, Deakin Centre, CRUK Cambridge Institute, Sidgwick site.**

<b>Provider</b>	<b>University of Cambridge Festival Team, Public Engagement Office, OEAC</b>	
<b>Activity description</b>	<b>Centrally Organised Talks &amp; Lectures</b>	
<b>Who will be exposed to the hazard</b>	<b>University of Cambridge Festival staff, speakers, volunteers and members of the public.</b>	
	These risk identification documents consider any hazards specific to the activity greater than every day hazards such as slipping, tripping or falling on stairs, trapping fingers in doors and cuts and bruises which are inherent in all environments.	
<b>Hazard</b>	<b>Control measures</b>	<b>Rating after control measured applied</b>
Overcrowding	<ul style="list-style-type: none"> <li>• Inform custodians of the event well in advance – to include date, time, expected numbers, special access requirements</li> <li>• Ensure room capacities are not exceeded Pre-booked events: check tickets against booking form at door Non-ticketed events: use clickers to ensure room capacities are not exceeded. Operate a first come, first served policy</li> <li>• Use pedestrian control barriers as required to manage queues</li> <li>• Provide adequate stewards for the number of people expected</li> </ul>	Low
Accidents	<p><b>For serious accidents, contact the Emergency Services immediately giving the exact location of the event</b></p> <ul style="list-style-type: none"> <li>• Red Cross/St John's staff will be present on Saturday and Sunday events. Provide all coordinators, volunteers and Cambridge Festival staff with the First Aid contact telephone number before the start of the event</li> <li>• Ensure a designated first aider is present at all events</li> <li>• All accidents should be reported to the Health &amp; Safety Office on the University's Accident Dangerous Occurrence and Incident Report Form, available <a href="http://www.esc.cam.ac.uk/resources/health-and-safety/safety-forms/hsd020e.pdf">http://www.esc.cam.ac.uk/resources/health-and-safety/safety-forms/hsd020e.pdf</a></li> </ul>	Low
Fire	<p><b>For serious incidents, contact the Emergency Services immediately giving the exact location of the event</b></p> <ul style="list-style-type: none"> <li>• Ensure all fire exits are kept clear</li> <li>• Make all event stewards aware of emergency evacuation procedures and congregation points</li> <li>• The University's Fire Safety Office will be contacted as required: Tel 37822</li> </ul>	Low
Electrical equipment	<ul style="list-style-type: none"> <li>• Ensure electrical equipment is PAT tested and has an in-date test sticker</li> <li>• Conduct a visual inspection before using any electrical equipment</li> <li>• For any electrical safety issues contact the Health &amp; Safety Office: Ext. 33301</li> </ul>	Low
VIP Guests	<ul style="list-style-type: none"> <li>• Assess the suitability of the venue and conduct a full risk assessment</li> <li>• Notify the University Advisor if VIP Guests are attending Tel 32839</li> </ul>	Low

Housekeeping	<ul style="list-style-type: none"> <li>• Before event, conduct a visual check to ensure trailing cables are tidied away or securely attached to the floor using cable covers to prevent trip hazards</li> <li>• Conduct regular checks to ensure corridors and stairways are free from clutter and trip hazards</li> <li>• Ensure lighting is adequate and lighting on staircases and in toilets is left on at all times</li> <li>• Clean up spills immediately to prevent slip hazards</li> <li>• Check toilets on a regular basis to ensure hygiene standards are maintained, contact domestic staff if cleaning required or The Safety Office if hazardous materials are found</li> <li>• Provide umbrella tubs at venue entrances and ensure they are used to store wet umbrellas to prevent them dripping water and causing slip hazards in wet weather</li> <li>• Provide extra matting at entrances during wet weather to ensure shoes and wheels of pushchairs and wheel chairs can be dried before entering the building</li> </ul>	Low
Manual Handling	<ul style="list-style-type: none"> <li>• Provide adequate stewards so that each event can be set up safely</li> <li>• Provide handling aids such as a simple trolley or sack barrow</li> </ul>	Low
Events discussing controversial topics	<p><b>If the subject of the event is likely to prove controversial, inform the University Security Service so they have advance notice that they may be called upon during the event</b></p> <ul style="list-style-type: none"> <li>• If prior evidence is available that a protest is planned, work with the University Security Service to ensure additional security staff are on duty during the event</li> <li>• Advise event organisers to provide their own specialised security support</li> <li>• Take advice from Security as to whether to continue to run the event</li> <li>• FOR ADVICE IN AN EMERGENCY CALL SECURITY ON 101 (network) or 767444 (outside University network). For routine advice, call (3)31818</li> </ul>	Low
Disruptive audience members	<p><b>If an audience member disrupts an event by talking/shouting at the speaker</b></p> <ul style="list-style-type: none"> <li>• Let the person have their say for a short time. Interrupt and thank them for their comment. Ask if they have a specific question</li> <li>• If no question and they continue to comment or their language becomes unacceptable, interrupt and say that the audience has come to hear the speaker, that there may will be time at the end of the event for constructive discussion, that we would appreciate if they allowed the event to continue and if they continue they will be asked to leave.</li> <li>• If this negative interruption continues, ask the speakers to take a short break. Ask the custodian to ring security for support and ask the person to leave.</li> <li>• FOR ADVICE IN AN EMERGENCY CALL SECURITY ON 101 (network) or 767444 (outside University network). For routine advice, call (3)31818</li> <li>• If this behaviour continues, phone the police on 999</li> </ul>	Low
<p>Lost children</p> <p>Lost children and parents who have lost their children may become anxious and panic</p>	<p><b>The designated meeting point for lost children will be clearly signed and the location made known to Festival staff, event coordinators and volunteer stewards before the event in paperwork circulated and/or at a briefing.</b></p> <p><b>Visitors will be asked to ensure children less than 16 years old are accompanied by an adult/carer at all times. Unaccompanied children will not be admitted into Festival events</b></p> <ul style="list-style-type: none"> <li>• Children and vulnerable adults will be accompanied by a responsible adult, teacher, parent, guardian or carer at all times</li> <li>• All volunteers/staff/students will ensure that they are never left alone with a lost child or vulnerable adult</li> <li>• Any lost child will be brought by at least two members of staff to the lost child meeting point</li> <li>• All event organisers will be made aware of the needs of vulnerable groups, see policy below</li> </ul>	Low

	<p><b>As contact with children and vulnerable adults on a one to one basis is minimal at University Festivals, DBS disclosure of staff/student helpers is not normally required. If staff and students come into regular contact with children, HR Division should be contacted for child protection training and DBS.</b></p>	
<p>Child Protection including vulnerable adults</p> <p>Accusations of abuse or complaints relating to children and vulnerable adults</p>	<p><b>Safety and welfare of the children and vulnerable adults in accordance with The Protection of Children Act 1999.</b></p> <p>The University aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of the children and vulnerable adults in accordance with The Protection of Children Act 1999. Through implementation of the policy, the University seeks to protect children (including young people under the age of 18 years) and vulnerable adults and to keep them safe from harm when in contact with University staff and student helpers (whether acting in a paid or unpaid capacity).</p> <ul style="list-style-type: none"> <li>• Event Co-ordinators will fully assess any situations of lone working or lone contact with children/vulnerable adults, minimise these where possible, and ensure all necessary safeguarding is pursued in these instances.</li> <li>• Physical contact with children and vulnerable adults should be avoided</li> <li>• Do not take a child or vulnerable adult to the toilet</li> <li>• Do not spend time alone with a child or vulnerable adult on his/her own. If you find you are in a situation where you are alone with a child or vulnerable adult, make sure that you can be clearly observed by others</li> <li>• Do not engage in a personal relationship with a child or vulnerable adult</li> <li>• Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted</li> <li>• Good practice includes valuing and respecting children and vulnerable adults as individuals and modelling of appropriate conduct which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism</li> </ul> <p>If a child or vulnerable adult accuses a member of staff/student helper of abuse, report this immediately to the Festival Coordinator or designated contact. They will access the Children Protection Issues Manager on your behalf (HR).</p> <ul style="list-style-type: none"> <li>• If you are the recipient of any complaint or accusation from a child or vulnerable adult, it is important to listen without making or implying any judgement as to the truth of what is being said.</li> <li>• If a child or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report to the Festival Co-ordinator, designated contact or the Child Protection Issues Manager (HR).</li> <li>• Remember that those who abuse children and vulnerable adults can be of any age (even other children and vulnerable adults), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.</li> <li>• If you have any suspicions or concerns regarding possible child abuse, or if there is anything, with which you feel uncomfortable, you should raise these with the Festival Co-ordinator, designated contact or the Child Protection Issues Manager (HR).</li> </ul> <p>Typically the Festival co-ordinator would take the following steps:</p> <ul style="list-style-type: none"> <li>• Write down everything that has given cause for concern and say why. This would be done as soon as possible, and certainly within 24 hours of the allegation</li> <li>• Ask the member of staff/student helper against whom the allegation has been made to keep records of all conversations, meetings attended, and letters received and telephone calls relating to the allegation;</li> <li>• Record any dates and times of incidents and any contact with the child/vulnerable adult's parents/ carers. Only the facts would be recorded, not personal opinions or assumptions unless supported by facts</li> </ul>	

	<ul style="list-style-type: none"> <li>Record any explanation for the injuries of behaviour given by the child/vulnerable adult and/or member of staff/student helper</li> <li>Record who the child or vulnerable adult has come into contact with and in what context since the allegation (where known)</li> <li>Follow the procedure laid down in the University's Child and Vulnerable Adult Protection Policy. <a href="https://www.hr.admin.cam.ac.uk/policies-procedures/children-and-vulnerable-adults-safeguarding-policy">https://www.hr.admin.cam.ac.uk/policies-procedures/children-and-vulnerable-adults-safeguarding-policy</a></li> </ul>				
Individual, interactive activities	Individual activities will be risk assessed separately by organisers. They are asked to identify risks and put into place measures to be taken, associated with individual activities, to avoid incidents with the following <ul style="list-style-type: none"> <li>Hazardous/unhygienic substances/objects/equipment being used</li> <li>overcrowding around their section</li> <li>lost children</li> <li>need for evacuation or First Aid assistance (eg unattended equipment/substances).</li> </ul>				
Name of assessor:  Lucinda Spokes Sue Long Ariel Retik Alicia Lloyd	Signature:  Lucinda Spokes (l620) Sue Long Ariel Retik (ar755) Alicia Lloyd (al502)	Date:  Last checked: 04/01/18	Supervisor: Andrea Eccles University Safety Service	Signature:  Andrea Eccles Occupational Health and Safety Service	Date:

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The Festival Coordinators are based at The Old Schools, Trinity Lane, Cambridge, CB2 1TN, M-F during working hours.